Key Home Gourmet

For Windows and Macintosh

SoftKey International Inc.

Installation Instructions

Installing the programs from the CD - Windows

1) Insert the program CD into the CD-ROM drive.

2) Windows 95 - Click on the Start menu and select the Run option. Windows 3.1x - From the Windows Program Manager, click once in the **File** menu option to display the File menu and select *Run*.

3) In the Run dialog box, type **D:\START.EXE**, and press Enter. If your CD-ROM drive letter is not **D**, substitute accordingly.

4) Follow the on screen prompts to complete the installation.

On-Line Documentation

Please note that in order to access the on-line documentation, you need to install the On-Line viewer utility at least once. Follow steps one & two above and in the Run dialog box type D:\ACROREAD.EXE and press Enter.

The manual file is called MANUAL.PDF and is located on the CD in the MANUALS directory (D:\MANUALS\MANUAL.PDF). Start the Viewer utility by double clicking on the icon from its program group and access this file from the CD.

To install Home Gourmet on a Macintosh system :

1. Put the **Home Gourmet** CD in your CD drive.

2. Double-click the **Home Gourmet** Installer icon.

3. If you have more than one hard disk on your system, specify the hard disk on

which you'd like to install **Home Gourmet**.

4. Click the Install button.

To start Home Gourmet on a PC or Mac:

Double-click the **Home Gourmet** icon.

NOTE: You can also start **Home Gourmet** by double-clicking any of the cookbook icons.

This will start up **Home Gourmet** and automatically open the cookbook file associated with the icon you double-clicked.

Getting Started

Welcome to Home Gourmet

Welcome to **Key Home Gourmet**, the most sophisticated and powerful cooking program ever written. **Home Gourmet** takes the drudgery and difficulty out of planning meals, leaving you time for the things you enjoy, like cooking, dining and entertaining.

Home Gourmet makes cooking more enjoyable because it automates your recipe filing and meal planning. Just look at some of the many ways **Home Gourmet** can save you time and help you enjoy cooking more:

- Never lose track of recipes. With **Home Gourmet**, your recipes are always at your fingertips.
- Save time finding the right recipe for the occasion. **Home Gourmet** finds the recipes for the ingredients you have or the foods you like to eat in a fraction of the time it takes you to consult a single cookbook.
- Print your recipes the way you want. Print your recipes with any typeface you want on a variety of page sizes.
- Print complete shopping lists automatically. Just tell **Home Gourmet** which recipes you plan to prepare and it will create a complete shopping list, including the amount of each ingredient.
- Create quick nutritional analyses of foods, recipes, and even entire meals.
- Get quick access to information about cooking and foods with an on-line cooking glossary, a table of yields and equivalents, and suggestions for seasonings and food substitutions.

An Overview of Home Gourmet

Home Gourmet is designed to let you create, file, and retrieve recipes the same way you do now, only in a more efficient and enjoyable manner. So before we discuss how **Home Gourmet** works, let's review how you probably file and retrieve recipes now.

Recipes, Cookbooks, and Ingredients

When you prepare a meal from a recipe, you probably refer to a cookbook or to your own file of recipes. If you know the recipe you want, you locate its name in the index of the appropriate cookbook or look for it under the appropriate index tab of your card file. You then turn to the page of the cookbook or pull out the index card, and there's your recipe.

Home Gourmet works the same way. Recipes are stored in files on disk called, appropriately enough, cookbooks. To look for and display recipes with **Home Gourmet**, you first open a cookbook, just as you open a physical cookbook. **Home Gourmet** lets you create as many cookbooks as you have disk space for, and the recipes in each cookbook can be organized according to whichever categories you choose. You can have up to 8,000 recipes in each cookbook.

Home Gourmet makes it a snap to create recipes because it comes with a database of commonly used recipe ingredients, so you'll rarely have to type a full ingredient name! You can automatically create nutritional analyses and shopping lists of your recipes, with just the click of a button.

How Home Gourmet's Nutritional Analysis Works

Home Gourmet puts a wealth of nutritional information at your fingertips. With **Home Gourmet**, you can prepare a nutritional analysis of a recipe or look up the nutritional content of individual foods, automatically, without scanning nutrition tables or doing a lot of complicated recipe math.

To provide this instant nutritional analysis, **Home Gourmet** comes with an Ingredients List that includes nutrient values for over 4,000 food items. The nutrition information for this Ingredients List comes from United States Department of Agriculture (USDA) research publications. Additional information was obtained from food manufacturers.

To make this list easier and more practical for cooks to use in creating recipes, we have shortened some of the names of foods, but always with the intent of retaining the USDA's meaning as to the specific nature of the food. More information about USDA nutritional publications can be obtained by writing:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

How to Use This Manual

This User's Guide tells you how to use **Home Gourmet** on both IBM PC (or compatible) and Macintosh systems, although pictures of the program depict the PC version only. In some cases, the methods you use for accomplishing certain tasks may be different on a PC than they are on a Macintosh. When this occurs, it is clearly noted; just be sure to follow the instructions carefully.

Installing Home Gourmet

Before installing **Home Gourmet** on a PC or Macintosh, please make sure your system meets the following requirements.

For a PC system:

- Microsoft Windows version 3.1
- MS-DOS version 5.0 or higher
- 386, 486 or higher IBM or compatible PC with a clock speed of at least 25 MHz
- At least 4 MB of RAM
- CD ROM drive with a transfer rate of at least 150K/sec
- MSCDEX V2.2 or later for CD ROM support
- A hard disk with about 3 MB of free disk space

For a Macintosh system:

- A Mac Plus or later computer running System 6.0 or higher
- 2 MB of RAM
- A hard disk with about 3 MB free disk space
- CD ROM drive with a transfer rate of at least 150K/sec

To install Home Gourmet on an IBM or compatible PC:

Please refer to the section *Installing the Programs from the CD.*

To install Home Gourmet on a Macintosh system :

1. Put the **Home Gourmet** CD in your CD drive.
2. Double-click the **Home Gourmet** Installer icon.
3. If you have more than one hard disk on your system, specify the hard disk on which you'd like to install **Home Gourmet**.
4. Click the Install button.

To start Home Gourmet on a PC or Mac:

Double-click the **Home Gourmet** icon.

NOTE: You can also start **Home Gourmet** by double-clicking any of the cookbook icons. This will start up **Home Gourmet** and automatically open the cookbook file associated with the icon you double-clicked.

The Home Gourmet Workspace

In **Home Gourmet**, the Workspace contains a variety of windows that let you perform different tasks (for example, cookbooks and recipes have their own types of windows, because you do different things with them). These windows can be placed on top of one another and you can move from window to window with the click of a mouse button.

Let's take a look at the **Home Gourmet** Workspace. At the top of the Workspace is the menu bar, from which you choose the commands that you want **Home Gourmet** to execute.

The Control Bar

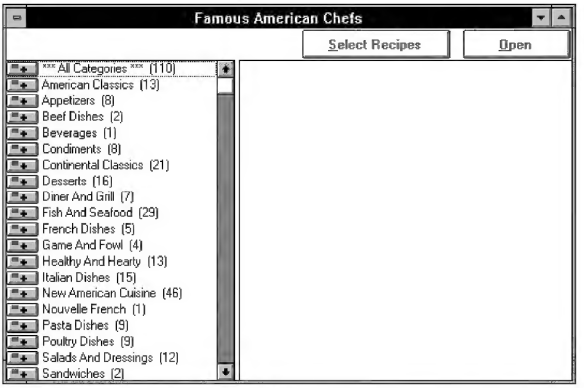
Beneath the menu bar is the Control Bar, a strip of buttons that let you perform the most common **Home Gourmet** functions with a single button click. The Control Bar is context-sensitive, which means that it changes depending on what you're currently doing in the **Home Gourmet** program.

The Control Bar

Home Gourmet automatically tells you which task a Control Bar button performs in a given situation; move your mouse pointer over a button, and a text message describing the current task performed by that button appears in the Control Bar. For a complete description of the Control Bar and its functions, see *The Control Bar* in the section *Tools*.

The Cookbook Window

Below the Control Bar is the cookbook window. Only one cookbook can be opened at one time. The window contains the name of the cookbook in its title bar, and the names of the cookbook's categories are displayed on the left side of the cookbook window like the chapter titles in the table of contents of a book. You can change the look of many parts of the program with the Preferences command. See the section, *Tools*, later in the manual for more information.



The Cookbook Window

When you click on a category name, that category's recipes appear in a list of recipes on the right side of the window. To open recipes from the cookbook, you first click on the names of the categories in the cookbook that contain the recipes you wish to open. (Click on "*** All Categories ***" on a PC or "***All Recipes***" on a Mac to display all recipes in the cookbook.)

Next, choose the recipes you want from the recipes list on the right. When you've selected the recipes you want to open, click the Open button. The selected recipes are opened and appear in individual windows in the **Home Gourmet** Workspace.

The Selected Recipes List (PC only)

Every **Home Gourmet** cookbook has its own Selected Recipes List, which lets you maintain a group of selected recipes to open or print. You place recipes on this list by clicking on the names of recipes in the cookbook window and then clicking the Select Recipes button, or by using the Search Recipes command on the Recipe menu to find recipes that match certain criteria. You can't close the Selected Recipes List window, but you can minimize it.

The Recipe Clipboard (Mac only)

Every **Home Gourmet** cookbook has its own Recipe Clipboard, which lets you maintain a group of selected recipes to open or print. Place recipes on the Recipe Clipboard by clicking on the names of recipes in the cookbook window and then clicking the Add to Clipboard button, or by using the Search Recipes command on the Recipe menu to find recipes that match certain criteria.

When you perform a search, the Recipe Clipboard automatically opens and the recipes you located are displayed. You can choose groups of recipes to display from the Recipe Clipboard window just as you do from the cookbook window. To display the Recipe Clipboard, choose Recipe Clipboard from the Window menu or press COMMAND+2.

Quitting Home Gourmet

To quit the Home Gourmet program:

On a PC, choose *Exit* from the **File** menu OR, on a Macintosh, choose *Quit* from the **File** menu.

Cookbooks

About Cookbooks

Anyone who has done much cooking knows that cookbooks are structured collections of recipes, arranged to make finding and using recipes as convenient as possible. For this reason, cookbooks are usually organized into chapters based upon some sort of categorization of recipes. For example, recipes may be categorized by:

The type of food poultry, beef dishes, vegetarian meals, etc.
Course or position in the meal appetizers, salads, main dishes, desserts, etc.
Regional, national, or ethnic foods Chinese, Italian, Cajun, Provencal, etc.
The author or source of the recipe

Almost all conventional cookbooks are organized by categories, but almost always by only one type of category, with each recipe in the cookbook assigned to only one category. **Home Gourmet**'s electronic cookbooks are organized by categories as well, but unlike conventional cookbooks, **Home Gourmet** cookbooks can be organized any way you like, by the type of food, by course, by region or ethnic origin, by source, or all at the same time!

While you can only open one cookbook at a time, you can save any number of cookbooks on disk (limited only by disk space). And since each cookbook can save up to 8,000 recipes, you can probably even store all your recipes in one cookbook, if you find that more convenient.

Creating a New Cookbook

File names for **Home Gourmet**'s cookbooks are limited to eight characters on a PC (and are automatically given a .MCF extension) or 31 characters on a Macintosh.

To create a new cookbook:

1. If you already have a cookbook open, close it. You can only open one cookbook at a time.
2. Choose *New Cookbook* from the **File** menu.
3. Type a name for the new cookbook.

PC NOTE: The first eight letters of the cookbook name become the DOS file name (shown in the DOS File Name text box) for the cookbook. You can change this DOS file name by typing a different name in the DOS File Name text box.

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4. On a PC, click the OK button. On a Mac, click the Save button.

The cookbook window for the new cookbook appears on the screen, along with the Categories dialog box. You'll create the categories for the new cookbook using this dialog box.

5. For each category that you wish to add to the cookbook, type the category name and then click the Add button. As you add each category, it appears in alphabetical order in the list.
6. Click the OK button when you've finished adding categories.

Opening a Cookbook

You can open only one cookbook at a time.

To open a cookbook:

1. If you already have a cookbook open, close it.
2. Choose *Open Cookbook* from the **File** menu, or click the Open Cookbook button on the Control Bar.
3. Scroll the list until the cookbook you want to open appears. If necessary, change to another drive or directory/folder to locate the cookbook.
4. Click the cookbook you wish to open and then click OK. The cookbook window for the selected cookbook appears.

The cookbook window is a software version of a cookbook's table of contents: on the left are the cookbook's categories, laid out like the chapters of a cookbook; on the right are the recipes in the selected category or categories. *Getting Started* describes the Cookbook Window and the accompanying Selected Recipes List Window (on a PC) or Recipe Clipboard (on a Mac) in detail.

Renaming, Copying, and Backing Up Cookbooks

You can make a copy of a cookbook with the *Save Cookbook As* command on the **File** menu. The new copy of the cookbook becomes the current open cookbook, and subsequent changes you make to recipes or menus will be saved to the new version of the cookbook. You can also use *Save Cookbook As* to save a cookbook to a different disk-drive or to a different directory/folder.

Use this command to rename cookbooks, to back up your cookbook files, or to make copies of your recipes to give to other **Home Gourmet** users.

To rename or make a copy of a cookbook:

1. Choose *Save Cookbook As* from the **File** menu.
2. Type a new name for the cookbook.
   Choose a different drive and/or directory/folder to save the copy of the cookbook to if you want.
3. On a PC, click the OK button. On a Mac, click the Save button.

NOTE: Use the instructions above to back up your cookbooks frequently as you work. First, use *Save Cookbook As* to save the cookbook to a floppy disk as a backup. Then, use *Save Cookbook As* again to save the cookbook in its original location, so that subsequent changes to your recipes and menus will be made to the original version of the cookbook and not to your backup.

Deleting a Cookbook

The *Delete Cookbook* command on the **File** menu lets you delete one or more cookbooks, without leaving **Home Gourmet**.

Before you delete a cookbook, you may want to make sure you have a backup copy of it. To make a backup of a cookbook, see *Renaming, Copying, and Backing Up a Cookbook*, in the preceding section.

To delete a cookbook:

1. Choose *Delete Cookbook* from the **File** Menu.
2. If the cookbook you wish to delete is on a different disk-drive or directory/folder, change to that location.
3. Click on the cookbook you wish to delete.
4. Click the Delete button.
5. On a PC, click the Yes button to confirm that you want to delete the cookbook. On a Mac, click the Delete button to confirm that you want to delete the cookbook.

Editing a Cookbook's Categories

Once you've created a cookbook, you can still add categories to it, remove categories from it, and rename its categories using the *Categories* command on the **File** menu. The Categories command also lets you save the current categories as a template to provide categories for future cookbooks.

To add a category to an existing cookbook:

1. Open the cookbook to which you wish to add a category or categories.
2. Choose *Categories* from the **File** menu.
3. For each category that you wish to add to the cookbook, type the category name and then click the Add button.

As you add each category, it appears in alphabetical order in the list box.

NOTE: You can avoid entering a cookbook's categories one at a time by using the current category template. To use the template, see *Using the Current Category Template* later in this section.

To remove a category from a cookbook:

1. Open the cookbook from which you wish to remove a category or categories.
2. Choose Categories from the File menu.
3. Type the name for the category you wish to remove from the cookbook or click the category name in the list.
4. On a PC, click the Delete button. On a Mac, click the Remove button.

NOTE: If a category has any recipes assigned to it when you attempt to delete it, a dialog box appears to tell you that the category cannot be deleted. If you still want to delete the category, open each recipe assigned to it and de-select the category name from the recipe.

To rename a category :

1. Open the cookbook containing the category or categories you wish to rename, and choose *Categories* from the **File** menu.
2. Type the name for the category you wish to rename or click the category name in the list.
3. Click the Rename button.
4. Type a new name for the category and then click the OK button.

To save a cookbook's categories as a template for future cookbooks:

1. Open the cookbook containing the category or categories you wish to use as a template, and choose *Categories* from the **File** menu.

2. Click the Save as Template button.
3. On a PC, click the Yes button to save the current categories as the new Category Template. On a Mac, click the Replace button to save the current categories as the new Category Template.

The next time you create a cookbook, you can automatically assign it the template's categories without having to enter them again.

To use the Category Template with a new cookbook:

1. Create a new cookbook with the New Cookbook command.
2. When the Categories dialog box appears, click the Use Template button.
3. Add new categories or remove categories until you have the categories you wish to use.
4. Click the OK button.

The categories displayed in the Categories list box become the categories for the new cookbook.

Copying Recipes from One Cookbook to Another

You can move recipes, one by one, from one cookbook to another by using Copy Recipe or Cut Recipe to place a single recipe on the Clipboard and then using the Paste Recipe command to place the recipe into a different cookbook (See *Cutting, Copying, and Pasting Recipes* in the *Recipes* section for more information.). If you want to copy a group of recipes from one cookbook to another, however, it's easiest to use the *Copy Recipes* command on the **File** menu.

To copy recipes to another cookbook on a PC:

1. Choose *Copy Recipes* from the **File** menu.
   In the upper-left of the Copy Recipes dialog box is the name of the cookbook from which you wish to copy recipes. By default this is the currently open cookbook, but you can choose any cookbook.
2. If you want to copy from a cookbook other than the open cookbook, click the Open button on the left of the dialog box and specify a different cookbook.
3. Choose the cookbook to which you wish to copy recipes by clicking the Open button on the right of the dialog box and specifying a different cookbook, or click the New button and type the name of a new cookbook to contain the recipes.
4. In the Categories list in the lower-left of the dialog box, click the names of the categories containing the recipes you wish to copy, or click Select All to display all recipes in the cookbook.
5. In the Recipes list in the lower-right of the dialog box, click the names of the recipes you wish to copy, or click Select All to select all recipes in the list.
6. Click the Copy button.

You can repeat this procedure with as many different files as you like. (Click the Switch button to reverse the cookbooks you're copying from and to.) When you're finished copying recipes, click Cancel.

To copy recipes to another cookbook on a Mac:

1. In the window of an open cookbook (or Recipe Clipboard window), click on the names of the recipes that you wish to copy to another cookbook.
2. Choose *Copy Recipes To* from the **File** menu.

3. If you wish to copy the recipes to a cookbook in a folder other than the current folder, choose the appropriate folder and/or disk drive.
4. Click on the name of the cookbook to which you wish to copy the selected recipes.
5. Click the Copy Here button.

The recipes are copied to the specified cookbook file.

Deleting a Group of Recipes from a Cookbook

There are a few different ways to delete recipes. You can delete the current recipe with the *Delete Current Recipe* command (on the **Recipe** menu) or cut the current recipe from the cookbook (to the Clipboard) with the *Cut Recipe* command (also on the **Recipe** menu). When you wish to delete a group of recipes from a cookbook, however, use the *Delete Recipes* command on the **File** menu.

To delete a group of recipes on a PC:

1. Choose *Delete Recipes* from the **File** menu.
   On the left of the dialog box is a list of the categories in the current cookbook; on the right is a list box that will contain the recipes in the categories that you select.
2. Click on the category or categories containing the recipes you wish to delete, or click Select All to display all recipes in the cookbook.
   As you click on each category, the recipes in that category are added to the Recipes list.
   To make a contiguous selection of categories, click on the name of the first recipe and then drag down (or up) to the name of the last category. To make a non-contiguous selection, hold down the CTRL key while clicking the appropriate category names.
3. In the Recipes list box, click on the names of the recipes that you wish to delete.
4. Click the Delete button.
5. Click Yes to confirm that you want to delete the recipes.

The recipes are deleted and **Home Gourmet** returns you to the Delete Recipes dialog box, to allow you to continue deleting recipes, if you wish. When you're finished, click Cancel.

To delete a group of recipes on a Mac:

1. In the cookbook window (or Recipe Clipboard window), click on the names of the recipes that you wish to delete from the cookbook.
2. Choose *Delete Recipes* from the **File** menu.
   A dialog box appears, asking you to confirm that you want to delete the first recipe in the group of selected recipes.
3. To delete recipes selectively, click the Delete button to delete one recipe at a time.

To delete the entire selection of recipes, click the Delete All button.

Printing a Cookbook (PC only)

Before you print with **Home Gourmet** for the first time, you should use the *Page Setup* command on the **File** menu to specify your printing preferences, such as the fonts, type sizes, and styles to use, as well as page margins. Also make sure your printer is set up correctly with the *Printer Setup* command on the **File** menu.

To print a cookbook (or multiple recipes):

1. Click on the cookbook window to make it the current active window, and then choose *Print Cookbook* from the **File** menu (or click the Print button on the Control Bar).
   On the left of the dialog box is a list of all categories in the current cookbook; on the right is a list that will contain all the recipes in each of the categories that you select from the Categories list on the left.
2. Click on the names of the categories containing the recipes that you want to print.
   When you click on a category name in the Categories list box, all the recipes in that category appear in the Recipes list box on the right, already selected for printing. As you click on additional categories, the recipes are added to the Recipes list.
   To select a contiguous group of categories, click on the first category name and then drag down or up to the name of the last category in the group.
   To select a non-contiguous group of categories, hold down the CTRL key as you click on each category name.

NOTE: Click the Select All button to select all the cookbook's categories and all recipes in the cookbook.

3. If you don't want to print all the recipes in the categories you've selected, click on the names of only those recipes you want to print.
4. Choose the general printing options you want by clicking on the appropriate check boxes.

Choose...	**To...**
Include Nutrition	Print a per-serving nutritional analysis of each recipe following the recipe.
Page Numbers	Print page numbers at the bottom of each printed page.
Print Ingredients in Columns	Print ingredients in columns with headings (Amount,, Measure,, Ingredient,, Preparation).
One Recipe Per Page	Prints only one recipe per page. (Otherwise,**Home Gourmet** prints as many recipes as will fit on each page.)

5. Choose the *Selected categories and recipes*printing options you want by clicking the appropriate check boxes:

Choose...	**To...**
Complete Recipes	Print each recipe in full.
Category Index	Print an alphabetized listing of all selected categories.
Recipe Index	Print an alphabetized listing of all selected recipes.
Recipe Names by Category	Print an alphabetized listing of all selected recipes, organized by category.

6. Click the Print button.

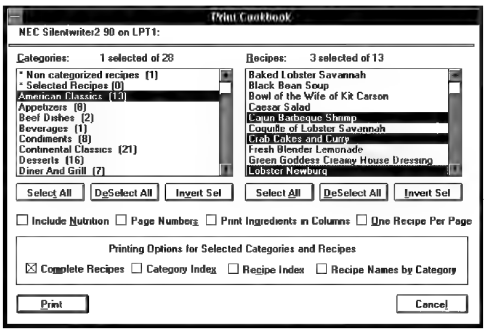
NOTE: The *Complete Recipes* option is the only one that's selected by default. If you deselect it without choosing one of the other options, nothing can be printed, and a dialog box will appear when you click the Print button, asking you to choose one of the printing options.

Printing the Selected Recipes List (PC only)

The Selected Recipes List lets you group together any number of recipes in the current cookbook. You can then print just those recipes. For example, you can select and then print only the recipes for a dinner party you are planning.

To print all recipes in the Selected Recipes List:

1. Click on the cookbook window (or Selected Recipes List window) to make it the current active window, and then choose *Print Cookbook* from the **File** menu (or click the Print button on the Control Bar).



The Print Cookbook Dialog Box

2. In the Categories list box, click on "* Selected Recipes."
3. If you don't want to print all the recipes in the Selected Recipes List, click on the names of only those recipes that you want to print.
4. Choose the printing options you wish to use to print the selected recipes.
5. Click the Print button.

Printing a Cookbook (Mac only)

Before you print with **Home Gourmet** for the first time, it's a good idea to use the *Page Setup* command to specify your paper size and page orientation preferences.

To print a cookbook (or multiple recipes):

1. Click on the cookbook window to make it the current active window.
2. If you wish to print a selection of recipes rather than the entire cookbook, select the recipes that you wish to print in the cookbook window.
   To select a category (or group of categories) for printing, click the category name(s) in the categories list on the left side of a cookbook window. All the recipes in the selected category or categories will appear in the recipes list on the right. Then click on the names of the recipes you wish to print in the recipes list on the right.
   To select a contiguous group of categories, hold down the SHIFT key as you click on the first and last category names in the group.

To select a non-contiguous group of categories, hold down the COMMAND key as you click on each category name.

3. Choose the *Print Cookbook* command from the **File** menu, or click the Print button on the Control Bar.
4. Click the appropriate radio button to choose whether to print the Entire Cookbook (all recipes in the cookbook file) or just the recipes currently selected in the cookbook or Recipe Clipboard window.
5. Click on the appropriate radio button to choose whether to print the recipes as a book or as 3 x 5 or 4 x 6 recipe cards.
6. If you choose to print the recipes in book form, choose the printing options you want by clicking on the appropriate check boxes:

Choose...	**To...**
Recipes	Print each recipe in full.
Include Nutrition	Prints a per-serving nutritional analysis of each recipe.
Include Daily Values	Print per-serving Daily Values for each recipe.
Number Pages	Print page numbers and the cookbook name at the bottom of each printed page.
Start Recipes on New Page	Print only one recipe per page. (Otherwise, **Home Gourmet** prints as many recipes as will fit on each page.)
Title Page	Print a title page for the cookbook.
Alphabetical Index	Print an alphabetized listing of all selected recipes,, along with their page numbers (if page numbering is selected).
Category Index	Print an alphabetized listing of all selected recipes, organized by category, along with their page numbers (if page numbering is selected).

If you choose to print the recipes in recipe card form, click the appropriate radio button to choose whether to feed the cards from the center or left side of the printer's paper feed.

7. Click the Print button.
8. Choose the additional print options, such as the number of copies, range of pages to print, and the font and type size with which to print the recipes.
9. Click the Print button.

Printing the Recipe Clipboard (Mac only)

The Recipe Clipboard lets you group together any number of recipes in the current cookbook. You can then print just those recipes. For example, you can select and then print only the recipes for a dinner party you are planning.

To print the recipes in the Recipe Clipboard:

1. Click on the Recipe Clipboard window to make it the current active window, or choose *Recipe Clipboard* from the **Window** menu.
2. To print all recipes on the Recipe Clipboard, choose *Select All Recipes* from the **Edit** menu; to print only a selection of recipes on the Recipe Clipboard, click on the names of those recipes that you wish to print.
3. Choose *Print Recipe Clipboard* from the **File** menu (or click the Print button on the Control Bar).
4. Click the Selected Items radio button.

5. Choose the printing options you wish to use to print the selected recipes. See the preceding section, *Printing a Cookbook*, for detailed information on cookbook printing options.
6. Click the Print button.
7. Choose the additional print options such as you want and click the Print button.

Tools

About the Home Gourmet Tools

The **Home Gourmet** Control Bar and Tools menu offer a variety of special features designed to help make managing recipes faster and easier for you. The Wine List lets you create and maintain a personal wine list, while the Glossary, Seasonings, Substitutions, and Yields & Equivalents commands give you instant access to cooking terminology, measures, and ideas for seasoning foods and substituting ingredients. The Preferences command lets you customize the way **Home Gourmet** performs certain tasks.(The remaining Tools are covered elsewhere in this manual.

The Control Bar

The Control Bar is the strip of buttons containing pictures that appears just below the menu bar. See *Setting Home Gourmet Preferences* later for how to move the Control Bar.

The Control Bar is context-sensitive; that is, it changes according to the task you're currently performing in **Home Gourmet**. For example, when you first start **Home Gourmet**, only three buttons appear: the buttons for Help, Delete, and Open Cookbook. When you open a cookbook, more buttons appear.

The buttons perform different tasks depending on what you're doing in the program. For example, if a recipe window is active, the recipe is printed; if a shopping list window is active, the shopping list is printed.

NOTE: To see what a button does, position the arrow pointer over the button. The button's function is displayed on the Control Bar.

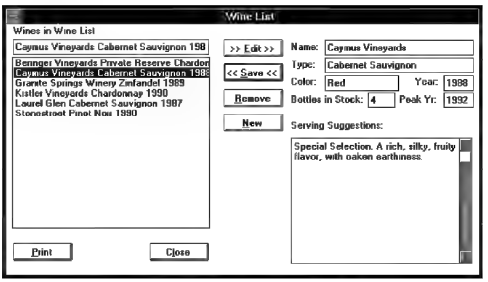
The Wine List Manager

Home Gourmet lets you keep track of your wines with the *Wine List* command. This command is useful if you collect wines or if you entertain and like to keep wine information handy.

When you create a wine list, you create one entry for each type of wine for a single year. The type is determined by the wine's maker, type, and year. You can have two wines of a different type from the same maker and year, or two wines with the same maker type but from different years. However, you can't have two 1991 Cabernet entries for the same maker. Instead, record in the Bottles in Stock text box that you have two bottles of the 1991 Cabernet in stock.

To create a wine list:

1. Choose *Wine List* from the **Tools** menu.
2. To add a wine to the list, click the New button.
3. Type the name of the wine's producer.



The Wine List Dialog Box

4. Press TAB to move to the Type text box and enter the type of the wine: Bordeaux, Champagne, Zinfandel, etc.
5. Press TAB to move to the Color text box and type the wine's color.
6. Press TAB to move to the Year text box and type the year of the wine.
7. Add information to the remaining fields (optional): You can enter up to 9999 bottles in stock.
8. Click the Save button to save the wine to the wine list.
   Continue adding wines in this fashion.
9. On a PC, click the Close button when you're finished.

On a Mac, click the Wine List window's close box or choose *Close Window* from the **Window** menu when you're done.

Modifying the Wine List

Once you've created your wine list, you can change it whenever you please by choosing the Wine List command again. You can add new wines to the list as well as modify wines already on the list.

To edit the wine list:

1. Open the wine list by choosing *Wine List* from the **Tools** menu.
2. To add a new wine to the list, click the New button and type the information about the wine.
3. Click the Save button to save the information about the new wine to the wine list.
4. To edit one of the wines in the list, click the name of the wine you want to edit and then click the Edit button, or double-click the name of the wine you want to edit.
5. Make any changes you like to the wine information by modifying the text in the appropriate text boxes.
6. To delete a wine from the wine list, click the name of the wine in the list and then click the Remove button.
   The wine will be permanently removed. Be careful with removing wines from the list with this button; it is one of the few commands in **Home Gourmet** that cannot be reversed with the Undo command.
7. Click the Save button to save your changes to the wine list.
8. On a PC, click the Close button when you're finished editing the wine list.

On a Mac, click the Wine List window's close box or choose the Close Window command from the Window menu when you're finished editing the wine list.

Printing the Wine List

When you print your wine list, the number of bottles of each type of wine is printed, followed by the maker, type, vintage year, and color.

To print the wine list:

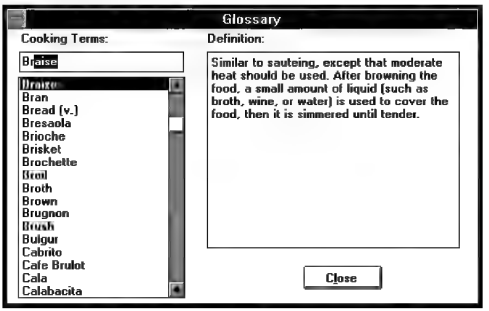
1. Open the wine list by choosing *Wine List* from the **Tools** menu.
2. On a PC, click the Print button.
   On a Mac, choose *Print Wine List* from the **File** menu.

Using the Glossary

The cooking glossary provides you with instant access to definitions for over 500 of the most commonly used cooking and food terms.

To find a term in the glossary:

1. Choose Glossary from the Tools menu.
2. Select the term you want defined by typing the first few letters of the term or by clicking its name in the list.



The Glossary Dialog Box

   As you type, the list scrolls to display the term in the list that most closely matches the letters you're typing. The term's definition appears in the Definition box to the right.
3. On a PC, click the Close button to exit the Glossary.
   On a Mac, click the Glossary window's close box or choose the *Close Window* command from the **Window** menu to exit the Glossary.

Finding the Right Seasoning to Use

The Seasonings command provides suggestions for using spices and herbs in two different ways: either view suggestions for a specific seasoning or suggested seasonings for use with a specific food or dish.

To find food items for which to use a specific seasoning:

1. Choose the *Seasonings* command from the **Tools** menu.
2. On a PC, click the *Seasonings given a Food Item* option.
   On a Mac, click the *Seasoning to Foods* option.
3. In the text box above the Seasonings list box, type the name of the seasoning or click its name in the list.

To find a seasoning for a food or dish:

1. Choose the *Seasonings* command from the **Tools** menu.
2. On a PC, click the *Foods given a Seasoning* option.
   On a Mac, click the *Food to Seasonings* option.
3. In the text box above the Foods list box, type the name of the dish or foodstuff for which to view suggested seasonings (or click its name in the list).

A collection of appropriate seasoning suggestions appears in the Seasonings text box on the right.

To exit the Seasonings feature, click the Close button (on a PC) or click the close box to close the Seasonings window, or choose the *Close Window* command from the **Window** menu (on a Mac).

Finding Ingredient Substitutions

The Substitutions command gives you access to a handy reference of substitutions for a variety of common recipe ingredients. Use these substitutes for ingredients that you or the people you are serving can't eat, or for ingredients that you don't have on hand when preparing a recipe.

NOTE: The substitutions provided by **Home Gourmet** are at best only approximate substitutes to be used in the preparation of your recipes. The nutritional and caloric values of your recipes may be significantly affected. Taste and texture may also be affected, but less dramatically.

To find a substitute for an ingredient:

1. Choose the *Substitutions* command from the **Tools** menu.
2. In the text box above the Ingredients list box, type the name of the item for which you need a substitute (or click its name in the list).
3. On a PC, click the Close button when you're finished.

On a Mac, click the close box to close the Substitutions window (or choose *Close Window* from the **Window** menu) when you're finished.

Finding Yields and Equivalents

The Yields & Equivalents command provides a handy cross-reference for translating between different measurement units of a given type of food. An equivalent is the same physical amount of an ingredient expressed in different measurement units. A yield is the amount of a raw item remaining after it has been processed in some fashion; for example, three and one-half pounds of almonds in the shell will yield one pound of shelled almonds.

To find a yield or equivalent for an ingredient:

1. Choose the *Yields & Equivalents* command from the **Tools** menu.
2. Select the item in the Ingredients list for which you want a yield or equivalent by typing the first few letters of the item name in the text box above the Ingredients list box (or by clicking its name in the list).
   As you type, the list scrolls to display the term in the list that most closely matches the letters you're typing. Yields and/or equivalents for the selected item appear in the Yields & Equivalents box.
3. On a PC, click the Close button when you're finished. On a Mac, click the close box (or choose Close Window from the Window menu) when you're finished.

Setting Home Gourmet Preferences

The *Preferences* command on the **Tools** menu lets you custom-configure the way you perform tasks with **Home Gourmet**. When you choose the *Preferences* command, a dialog box appears that lets you specify the measurement system to use in creating recipes as well as options for finding, displaying, and storing recipes on disk.

To set Home Gourmet preferences:

1. Choose *Preferences* from the **Tools** menu.
2. Click the radio button for the Measurement system you wish to use. The default is Combined.
3. Click the appropriate radio button to choose whether to display ingredient amounts as Common Fractions or Decimals. The default is Common Fractions. If you choose Decimals, click the radio button for the number of decimal places you wish to display.
4. Click the appropriate check boxes for the edit and display options.
5. Choose whether to save recipes in Compressed or Uncompressed format.

If you choose Compressed, **Home Gourmet** automatically compresses recipes when you save them to save disk space, up to 50% of a regular save. This process may take slightly longer than a regular save on some systems.

If you change this setting from Compressed to Uncompressed, recipes you create or edit subsequently are saved in uncompressed format, but other recipes remain compressed. If you change back to Compressed, all recipes subsequently created or edited are compressed when they are saved.

PC NOTE: In the Preferences dialog box, you can also choose where to place the Control Bar on the screen (or to hide the Control Bar by choosing "None") and specify what colors are used in various parts of the program on-screen.

MAC NOTE: You can move the Control Bar to any place on your screen by clicking in the shaded bar on the left of the Control Bar and dragging it to any place you prefer. The Control Bar can also be hidden (and re-displayed) with the Hide Control Bar/Show Control Bar command on the Window menu.

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6. When you're finished setting your preferences, click the OK button to save the preferences for subsequent sessions with **Home Gourmet**.

Recipes

About Recipes

Recipes are the heart of **Home Gourmet** and the reason you purchased the program, so **Home Gourmet** is designed to help you enter, organize, and locate your recipes as quickly as possible.

When you create a recipe with **Home Gourmet**, it appears in a window resembling a recipe card; by opening multiple recipes you can "flip through" the "recipe cards" by quickly clicking on the appropriate "cards." Each recipe window supports two views: Edit View, which is designed to let you create and modify recipes as quickly as possible; and Full View, which displays the recipe as it will look when printed, allowing you to read the recipe more easily.

This section will tell you everything you need to know to store, organize, find, and print all your favorite recipes using **Home Gourmet**.

Opening Recipes

The cookbook window lets you see at a glance all the categories and recipes in a cookbook, and lets you open the recipes you choose by just pointing and clicking. The cookbook window remains open for as long as the cookbook is open, although you can minimize it to an icon if you choose.

The cookbook window is divided into two lists. In the list on the left are the categories in the cookbook, like the chapter titles in the table of contents in a cookbook; following each category name is a number indicating the number of recipes in that category. On the right is a list containing the names of the recipes in the currently selected categories.

To open recipes from the cookbook window:

1. If the cookbook window is not the current active window, make it the active window by clicking on it or by choosing it from the **Window** menu.
2. In the list of categories on the left, click on the names of the categories containing the recipes that you wish to open.
   As you click on each category name, the recipes associated with that category are displayed in the list on the right.
3. In the recipes list on the right, click on the names of the recipes that you wish to open.
   On a PC, select contiguous groups of recipes by holding down the SHIFT key while clicking on them. Select non-contiguous recipes by holding down the CTRL while clicking on them.
   On a Mac, select contiguous groups of recipes by holding down the SHIFT key while clicking on them. Select non-contiguous recipes by holding down the COMMAND while clicking on them.
4. Click the Open button.

You can also open a single recipe by double-clicking its name in the recipe list.

NOTE: **Home Gourmet** opens as many recipes as it has system resources for. If you select more recipes than there are resources for, **Home Gourmet** displays a message telling you know the maximum number of recipes that can be opened, and then opens that number of recipes.

Finding Recipes

Home Gourmet offers two fast and powerful commands for locating recipes, *Find Recipe* and *Search Recipes*.

Find Recipe works like an automated cookbook index; it displays an alphabetized listing of all recipes in the current cookbook, allowing you to choose by name the recipe you want to open.

The *Search Recipes* command lets you quickly scan a cookbook for recipes that meet an almost unlimited variety of criteria. In fact, you can search on any part of a recipe, and combine your search requirements to make a search as specific or as general as you want.

Finding a Recipe by Name

The Find Recipe (Open Recipe on a Mac) command lets you open a recipe by choosing its name from a list or by typing its name.

To find a recipe by name:

1. On a PC, choose *Find Recipe* from the **Recipe** menu.
   On a Mac, choose Open Recipe from the Recipe menu.
2. Type the name of the recipe that you wish to open. You can also scroll the list until you see the name of the recipe that you wish to open and then click the recipe name.
3. Click the Open button.

Searching for Recipes that Meet Your Requirements

Home Gourmet lets you look for recipes that call for certain ingredients, are in a certain category, are from a certain source, or any combination of these criteria.

For example, if you have guests coming for dinner and only have a few ingredients on hand, you can search for recipes that call for those ingredients. You could tell **Home Gourmet** to find all recipes that: contain shrimp or chicken, call for garlic, and are in the Italian or Chinese categories. For picky eaters, you can even search for recipes that don't include broccoli!

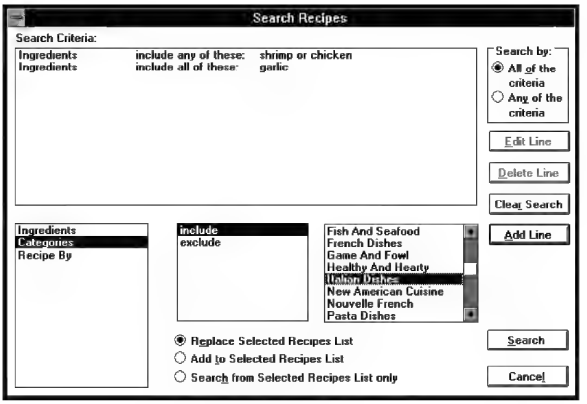
This is all done with a single command, *Search Recipes*, on the **Recipe** menu. The Search Recipes dialog box lets you build search lines, which are like sentences telling **Home Gourmet** what you're looking for in a recipe. You can combine as many search lines as you wish in order to create your own search criteria, so that you can be as general or as specific as you want when looking for recipes.

Each search line consists of three components:

The part of the recipe you want to search
The type of search to be done
What you want to search for

To search for recipes that match your requirements:

1. Choose Search Recipes from the Recipe menu.
2. In the first list box, on the far left, click on the part of the recipe to search.
3. In the second list box, in the middle, click on the type of search you want to do.



The Search Dialog Box

4. In the third list box, on the far right, tell **Home Gourmet** what you want it to look for.
   Separate words or phrases by typing commas between them.
5. Click the Add Line button to add the line to the Search Criteria list box.

You can repeat steps 2 through 5 above to add as many search lines to the Search Criteria list box as you like. To remove a search line from the Search Criteria list box, click on the line and then click the Delete Line button. To remove all search lines from the Search Criteria list box, click the Clear Search button.

To edit a search line, click on the line, click the Edit Line button, and then change the line as you see fit. When you're finished editing, click the Save Line button.

6. Click the appropriate button to choose to search by ALL of the criteria or ANY of the criteria.
7. Click the Search button.

If no recipes are found, **Home Gourmet** tells you it didn't find any recipes matching your criteria. When you click OK, **Home Gourmet** returns to the Search Recipes dialog box, to let you try different search criteria. Do a new search or click Cancel to close the Search Recipes dialog box.

If recipes matching your criteria are found...

On the PC: Home Gourmet displays a dialog box telling you the number of recipes found. When you click OK, **Home Gourmet** closes the Search Recipes dialog box and displays the Selected Recipes window, a list of all recipes found.

On the Mac: Home Gourmet displays the Recipe Clipboard, which contains a list of all recipes found.

8. Click on the recipes that appeal to you and then click the Open button. **Home Gourmet** opens the selected recipes.

NOTE: Home Gourmet automatically saves your search criteria so that you can do successive searches without having to repeatedly re-enter your search requirements. If you don't want **Home Gourmet** to save your search criteria, you can de-activate this feature with the *Preferences* command on the **Tools** menu. See *Setting Home Gourmet Preferences* in the *Tools* section.

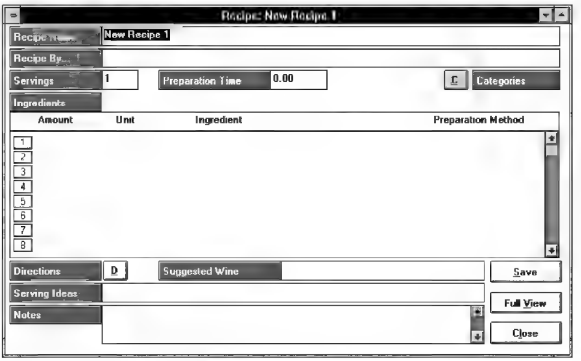
Creating a New Recipe

Creating recipes is perhaps the single most important task performed by **Home Gourmet**. This section is divided into the following groups of procedures:

Creating, naming, and saving a new recipe
Entering basic recipe information
Specifying categories for a recipe
Entering ingredients
The Ingredients List and nutritional information
Typing directions
Recipe options

To create, name, and save a new recipe:

1. Choose *New Recipe* from the **Recipe** menu, or click the New Recipe button on the Control Bar.



The New Recipe Dialog Box

2. Type the name of the recipe in the Recipe Name text box.
3. Click the Save button.

To enter basic recipe information:

1. Press TAB to move to the Recipe By text box.
2. Type the name of the recipe's author.
   You can use this area to record the name of the cook who created the recipe or the cookbook it came from.
3. Press TAB to move to the Servings text box.
4. Type the number of servings the recipe makes.

Home Gourmet uses this number to adjust the ingredient amounts for a variable number of servings (up to 999). In many recipes, this amount is the number of individuals the recipe serves. In some recipes, however, this number indicates the number of units produced: loaves, cakes, pies, etc.

NOTE: Some recipes, particularly those for breads, were not intended by their authors to be scaled. If you are creating a recipe that you feel shouldn't be scaled, use the Notes text box to indicate that the recipe serving size should not be altered.

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5. Press TAB to move to the Preparation Time text box.
6. Type, in hours and minutes, the approximate amount of time required to prepare the recipe.

To designate hours, type a number followed by a colon otherwise, **Home Gourmet** will assume only minutes are intended and will convert the time to hours and minutes based on the number of minutes. For example, if you type "3:00," the preparation time will be three hours and no minutes; but if you type "300," **Home Gourmet** will assume you mean 300 minutes and will convert it to five hours and no minutes.

You don't have to specify the amount of preparation time. If you don't enter a preparation time, the default time of zero hours and minutes will be used.

To specify categories for a recipe:

1. Click the Categories button.
2. Click the check box beside each appropriate category name. You can choose up to ten categories for any one recipe.
3. If you wish to add or change a category, click the Edit Categories button.
   The Cookbook Categories dialog box appears, to allow you to add to or modify the categories in the current cookbook. For more information, see *Editing a Cookbook's Categories* in the *Cookbooks*.
   Make your changes and then click OK to return to the Recipe Categories dialog box.
4. Click the OK button to save your category specifications and exit the dialog box.

The area following Categories lets you enter the recipe's ingredients. For each ingredient, you type the amount, followed by the measurement unit, the ingredient name, and the way you want the ingredient repared prior to cooking. You'll repeat the instructions below for each ingredient you enter in a recipe.

To enter ingredients for a recipe:

1. Press TAB to move to the Amount column of the Ingredients list box.
2. Type the amount of the ingredient.
   You can type either decimal or fractional amounts.
3. Press TAB to move to the Unit column of the Ingredients list box.
4. Type a measurement unit.

Home Gourmet's fast-auto feature "fills in" the text box with the name of the unit that it "guesses" you want, based on the letters typed so far. The portion of the unit name that you didn't type appears selected, which means you can continue typing to specify a different unit.

If the auto-fill unit name is the one you want, you can just press TAB to move to the next column. If it's not, you can click on another unit name in the list or continue typing to find a different standard unit. If you wish to use a non-standard measurement unit one not in the listjust type any non-standard name you wish.

NOTE: A non-standard unit name is treated as a "whole" for nutritional information. For example, if you type "stick" to indicate a stick of butter, **Home Gourmet** will assume that you mean a whole unit of butter in stick form when it calculates nutritional information for the recipe.

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5. Press TAB to move to the Ingredient column and type the name of the ingredient.

As you type the ingredient name, a list appears below it, showing you a list of food items maintained for the purpose of providing nutritional information (known as the Ingredients List). The item most like the one you're typing appears highlighted and appears "auto-filled" in the text box where you're typing.

NOTE: The items that appear in all capital letters (in bold type on a Mac) are the items in the Ingredients List whose volume nutritional information is maintained in whole quantities (such as an egg, a slice of bread, a whole banana) rather than in standard measurement units (cups, liters, tablespoons, etc.). When you choose such an item, specify either a whole unit or a weight unit in the Unit column, or the nutritional analysis for the recipe may be inaccurate.

To enter an ingredient not on the Ingredients List, just type any name you wish. You won't be asked to provide additional information about this ingredient unless you create a nutritional analysis of the recipe.

6. Press TAB to move to the Preparation Method column of the Ingredients list box and type any relevant information about how the ingredient should be prepared prior to cooking.

As you type, a drop-down list of preparation methods. The item most like the one you're typing appears highlighted in the list; it also appears "auto-filled" in the area where you're typing. If you type a name not already in the list, it will be added to **Home Gourmet**'s list of preparation methods when you save the recipe.

To enter recipe directions:

1. Click the Directions button.
2. Type the recipe's directions, up to 10,000 characters.

PC NOTE: To create a degree symbol, hold down the ALT key while typing 0176 on your numeric keypad. This may not work for all fonts.

MAC NOTE: To create a degree symbol, press OPTION+SHIFT+8. This may not work for all fonts.

3. On a PC, click the OK button to save your changes or Cancel to close the dialog box without saving changes. The Save button lets you save what you've typed so far and continue typing more text.

On a Mac, click the window's close box to save the directions.

The text areas Suggested Wine, Serving Ideas, and Notes are optional features where you can enter additional information about the recipe or suggestions for what to serve with the meal.

To enter recipe options (Suggested Wine, Serving Ideas, Notes):

1. Press TAB to move to the Suggested Wine text box.
2. Type a wine suggestion, then press TAB to move to the Serving Ideas text box.
3. Type serving ideas, such as other foods or recipes to serve with the recipe.

For example, if you have a two-part recipe, such as a meat dish served with a certain sauce, you may want to divide it into two recipes and use the Serving Ideas area in each recipe to store a reference to the companion recipe.

4. Press TAB or use the mouse to move to the Notes text box.
5. Type your notes for the recipe.

For example, you might want to note special instructions for the recipe, or information about the restaurant or cookbook where the recipe originated. The Notes text area can hold up to 1,000 characters.

Recipe Ingredients and Nutritional Information

You may wish to use an ingredient name not on the Ingredients List that nevertheless describes an item for which **Home Gourmet** maintains nutritional information. For example, you might be typing a recipe that calls for "Grecian laurel leaves or bay leaves." **Home Gourmet** doesn't have nutritional information for Grecian laurel leaves, but it does for bay leaves.

Home Gourmet lets you create just such a link, called an association. Furthermore, **Home Gourmet** offers a variety of convenient and easy ways to associate ingredients and nutritional data. In addition, **Home Gourmet** also lets you display a nutritional analysis of an ingredient in the recipe window, so you can check on an ingredient's nutritional content even as you enter it.

To create a nutritional association for an ingredient:

1. On a PC, in the recipe's Ingredient column, double-click the name of the ingredient for which you wish to create a nutritional association (or click on the name and press ALT+A).
   On a Mac, in the recipe's Ingredient column, click on the name of the ingredient and choose Link With Ingredient from the Edit menu.
2. Click the name of the food item with which you want to associate the ingredient. Scroll the list if the appropriate item is not in view, or type the name of the food item in the text box above the list.
3. Click the OK button.

PC NOTE: You can also make an association "on the fly" as you enter an ingredient. As you type the ingredient name, a drop-down menu containing the Ingredients List appears. Holding down the CTRL key, click the name of the food item you wish to associate with the ingredient. The new ingredient is now linked to one on the Ingredients List and can use its nutritional information when you create a nutritional analysis of a recipe. To remove a nutritional association, double-click the ingredient name or select the ingredient name and press ALT+A. Then press the DELETE key to remove the association and click the OK button. The ingredient appears in the regular typeface to indicate that it is an ingredient without a nutritional association.

To display the nutritional profile of an ingredient in the recipe window:

On a PC, click with the right-side mouse button on the name of the ingredient for which you wish to display a nutritional profile (or click on the name and press ALT+N).

On a Mac, click on the name of the ingredient and choose *Ingredient Analysis* from the **Tools** menu.

Editing and Viewing Recipes

Home Gourmet supports two views of recipes: Edit View, where you create and change a recipe, and Full View, which shows how a recipe will look when printed. Edit View makes creating and modifying recipes a snap; Full View makes it easy to read recipes quickly.

Editing a Recipe

Home Gourmet gives you complete freedom in editing your recipes just open the recipe you want to modify and make whatever changes you like. Once you save a recipe, however, your changes become permanent. If you want to add to or otherwise change a recipe but retain the old recipe information, first make a copy of the recipe using the *Save Recipe As* command. *See Making a Copy of a Recipe* and *Renaming a Recipe* later in this section for information on making copies of recipes.

To edit a recipe:

1. Open the recipe from the cookbook window or locate it using the Find Recipe or Search Recipes commands.
2. Make your changes to the recipe.
   For complete information on working in a recipe window, see *Creating a New Recipe* in this section. You can also copy, cut, paste and delete rows within a recipe, or even copy, cut or paste an entire recipe. All of these commands are located on the **Edit** menu (you can also use the shortcut keys listed next to the commands on the menu.).
3. Click the Save button to save your changes.

Viewing a Recipe with Full View

Full View lets you view a recipe in the format similar to the one used when the recipe is printed. In Full View, recipes can be read easily from a distance, so if you use your computer in the kitchen, use Full View to see the recipe clearly.

To display a recipe with Full View:

1. Open the recipe to be viewed.
2. Click the Full View button. The recipe window changes to display a scrollable text area. The Full View button changes to Edit.
3. To return to Edit view, click the Edit button.

Recipe: Grilled Beef Tenderloin with Red Wine and Pistachios
Grilled Beef Tenderloin with Red Wine and Pistachios
Recipe By : Jimmy Schmidt of the Rattlesnake Club, Detroit
Servings : 4 Preparation Time : 0:45
Categories : New American Cuisine Beef Dishes Diner And Grill
2 cups beef or veal stock
2 cups dry red wine, preferably Pinot Noir
1/2 cup garlic cloves, roasted
1/2 cup shallots, chopped
1/2 cup fresh parsley, chopped
1 dash salt, to taste
1 dash fresh ground black pepper, to taste
1/4 cup toasted pistachios, chopped
1/4 cup toasted sunflower seeds, chopped
2 pounds beef tenderloin, cut in 8-oz steaks
2 tablespoons olive or corn oil
4 sprigs fresh parsley, for garnish
Preheat the grill or broiler
STEP ONE- Making the Red Wine Sauce-
In a large saucepan, combine the stock, red wine, 3 tablespoons of the roasted garlic, the shallots, and 1/4 cup of the chopped parsley. Bring to a simmer over medium heat and cook until reduced to coat the back of a spoon, about 20 minutes. Transfer to a blender and puree until smooth. Strain through a fine sieve into another saucepan, then adjust the salt and pepper. Stir in the remaining parsley, then reduce heat to low.
STEP TWO-
Edit
Close

The Full View Window

Making a Copy of a Recipe

When you want to make a copy of a recipe, use the *Save Recipe As* command. This saves a copy of the recipe with a different name to the current cookbook. Use *Save Recipe As* to make changes to a recipe and keep a copy in its original form as well.

To make a copy of a recipe:

1. Open the recipe you want to duplicate.
2. Choose *Save Recipe As* from the **Recipe** menu.
3. Type a new name for the recipe and click the OK button.

Renaming a Recipe

Renaming recipes in **Home Gourmet** is simple, just give it a new name and save it!

To rename a recipe:

1. Open the recipe you want to rename.
2. Type a new name for the recipe in the Recipe Name text box.
3. Click the Save button to save the recipe with its new name.

The recipe is saved with its new name to the current cookbook. Its name is changed in the cookbook window.

Deleting the Current Recipe

Home Gourmet provides you with a variety of ways to remove unwanted recipes from a cookbook: the *Delete Recipes* command on the **File** menu lets you remove a group of recipes from a cookbook at one time; *Cut Recipe*, on the **Edit** menu, lets you remove a recipe from a cookbook while at the same time placing a copy of the recipe on the Clipboard. If you wish to permanently remove the current recipe quickly, use the *Delete Current Recipe* command on the **Recipe** menu.

To delete the current recipe:

1. If it's not already open, open the recipe you wish to delete.
2. Choose *Delete Current Recipe* from the **Recipe** menu or click the Delete button on the Control Bar.
3. Click Yes to confirm that you want to delete the recipe.

NOTE: This operation cannot be reversed with the Undo command. Use with care!

Printing a Recipe (PC only)

Before you print with **Home Gourmet** for the first time, you should use the Printer Setup and Page Setup commands to specify your printing preferences, such as paper size and orientation, fonts, and margins.

To print a recipe:

1. Make sure the recipe you want to print is the current active window.
2. Choose *Print Recipe* from the **File** menu or click the Print button on the Control Bar.
3. Click the check boxes for the print options you want:

Choose...	To...
Include Nutrition Information	Print a per-serving nutritional analysis following the recipe.
Include Shopping List	Print a shopping list for the recipe.
Print Page Numbers	Print a page number at the bottom of each page.
Print Ingredients in Columns	Print ingredients in columns with headings (Amount,, Unit,, Ingredient,, Preparation).
One Recipe Per Page	Start a new page for each recipe.

4. To print all recipes currently open in the **Home Gourmet** Workspace, click the Print All Open Recipes button.
5. To print more than one copy of a recipe, type the number of copies you want in the Copies text box.
6. Click the OK button.

Printing a Recipe (Mac only)

Before you print with **Home Gourmet** for the first time, you should use the Page Setup command to specify your printing preferences, such as the size and orientation of the paper.

To print a recipe:

1. Make sure the recipe you want to print is the current active window.
2. Choose *Print Recipe* from the **File** menu or click the Print button on the Control Bar.
3. Click the appropriate radio button for the type of page you wish to print on: Full Pages (uses the current paper size last specified with Page Setup), 3 x 5 Cards, or 4 x 6 Cards.

If you choose Full Pages, click the check boxes for the print options you want:

Choose...,,	To...
Include Nutrition	Print a per-serving nutritional analysis following the recipe.
Include Daily Values	Print the per-serving Daily Values for the recipe.
Include Shopping List	Print a shopping list for the recipe.
Number Pages	Print a page number at the bottom of each page.

If you choose 3 x 5 Cards or 4 x 6 Cards, click the appropriate radio button for Center Feed or Left Feed.

4. Click the Print button.
5. To print more than one copy of a recipe, type the number of copies you want in the Copies text box.
6. Specify the font and type size you wish to print with.
   If you're printing on index cards, you may want to use a smaller font.
7. Click the OK button.

Scaling a Recipe

With the Scale Recipe command, **Home Gourmet** lets you adjust the ingredient amounts for a recipe to accommodate a different number of servings than the original recipe. Note, however, that, for a variety of reasons related to food chemistry, some recipes simply cannot be reliably scaled. Some culinary experts warn against scaling complex recipes by more than a factor of two, and against scaling recipes for baked goods at all.

To scale a recipe:

1. Make sure that the recipe you want to scale is the current active window.
2. Choose *Scale Recipe* from the **Recipe** menu or click the Scale Recipe button on the Control Bar.
3. Type the new serving size and click the OK button.

The ingredient amounts are adjusted to accommodate the new serving size. In addition, where appropriate, the measurement units are also changed.

Changing a Recipe's Measurement Units

When it comes to dealing with different measurement systems for recipes, **Home Gourmet** offers you unprecedented flexibility. With the Preferences command, you can specify whether you want to use the American (i.e., English) measurement system or the Metric system, or both, and specify up to three decimal places for Metric amounts (see *Setting Home Gourmet Preferences* in the *Tools* section for more information on choosing a measurement system with the Preferences command).

The Preferences command specifies the measurement system in use when you create a recipe. If you wish to change the measurement system of an existing recipe (or of some of the ingredients in a recipe), you can use the *Change Units* command on the **Recipe** menu. *Change Units* not only lets you change from one measurement system to another, it even lets you change between volume and weight measures for most ingredients. In addition, for any given measure, it displays a list of possible alternative measures from which you can choose the unit of measurement you find most appropriate.

To change a recipe's measurement units:

1. Open the recipe that you wish to change.
2. Choose *Change Units* from the **Recipe** menu.
3. To change the measurement unit for a single ingredient, click on the ingredient in the list box on the left to select it.
4. Click on the new measurement unit (in the Change To list box) that you wish to use.

Repeat steps 3 and 4 to change other ingredients in the recipe.

5. To change all ingredients in the recipe to one measurement system, Metric or American, click either the Change All to Metric or Change All to American button.

When you're finished, click the OK button.

Creating a Nutritional Analysis of a Recipe

You can get a per-serving nutritional analysis of a recipe with the Nutrition Analysis command. The nutritional analysis includes the total cholesterol, fat, calorie (kcal), carbohydrate, fiber, and nutrient content of the recipe.

To create a nutritional analysis of a recipe:

1. Make sure the recipe for which you want to create a nutritional analysis is the active window.
2. On a PC, choose *Nutrition Analysis* from the **Recipe** menu.
   On a Mac, choose *Nutritional Analysis* from the **Tools** menu or click the Nutritional Analysis button on the Control Bar.
3. To view the Daily Values for the recipe, click the Daily Values button.
   This displays the nutrient amounts provided by one serving of the recipe, expressed as a percentage of the new FDA-recommended daily intake of those nutrients.
   Click the Cancel button to return to the Nutrition dialog box.
4. To print a copy of the nutritional analysis, click the Print button.
5. On a PC, click Cancel to close the dialog box.
   On a Mac, click Done to close the dialog box.

NOTE: If you use the Nutrition Analysis command with a recipe that uses ingredients not on the **Home Gourmet** Ingredients List, a dialog box will appear, displaying a list of the ingredients in the recipe but not in the Ingredients List. You can choose OK (Continue on a Mac) to display the nutritional analysis with only the nutritional information currently available, or Cancel to end the procedure without displaying a nutritional analysis.

Shopping Lists for Recipes

With **Home Gourmet**, you can print shopping lists for recipes or for groups of recipes as menus.

To create a shopping list for a recipe or group of recipes:

1. For a single recipe, make sure the recipe for which you want a shopping list is the current active window.

MAC NOTE: For a group of recipes, click on the names of the recipes in the cookbook window that you wish to add to the shopping list.

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2. On a PC, choose *Shopping List* from the **Recipe** menu.
   On a Mac, choose Build *Shopping List* from the **Shopping List** menu.
   Click on the Add Basic Shopping List button to add items you've placed on the Basic Shopping List to the recipe shopping list, both on screen and when you print the shopping list. See *The Basic Shopping List* later.
3. On a PC, click the Close button to close the shopping list.
   On a Mac, click the close button of the shopping list window to close the shopping list.

You can add, delete, cut, copy and paste items on the list by using the buttons in the dialog box (on a PC) or the commands on the **Edit** and **Shopping List** menus (on a Mac).

Printing a Shopping List

When you print a shopping list, it's printed with your current page size and type style settings. To change the page size or type style for the shopping list, close the list, adjust your settings with the Printer Setup and/or Page Setup commands, and then return to the shopping list.

To print a shopping list on a PC:

Click the Print button.

To print a shopping list on a Mac:

1. With the shopping list window active, choose *Print Shopping List* from the **File** menu or click the Print button on the Control Bar.
2. Choose the options you wish to print with and click the Print button.

The Basic Shopping List

Home Gourmet lets you create and maintain a shopping list of staple grocery items that you purchase on almost every trip to the store. The items on this list can be added to the shopping lists you create for recipes.

To create a Basic Shopping List on a PC:

1. Choose *Basic Shopping List* from the **Tools** menu.
2. To add an item to the Basic Shopping List, click the Add line button.
3. Type in the appropriate information and click Add and Continue to add another item or OK when you're finished entering items.
4. Click OK to save the list.

To create a Basic Shopping List on a Mac:

1. Choose *Edit Basic Shopping List* from the **Shopping List** menu.
2. To add an item to the Basic Shopping List: type the item name in the Item column; press TAB to move to the Amount column and type an amount (if you wish); press TAB to move to the Store Location column and type a store location for the item.
3. Type comments or notes in the "Recipe/Notes" column if you wish.
4. Continue adding items in this manner; when you're done, choose *Save Shopping List* from the **Shopping List** menu.
5. Click the Basic Shopping List's close box or choose *Close Window* from the **Window** menu.

After creating the Basic Shopping List, you can make changes to it at any time.

To edit items in the Basic Shopping List on a PC:

1. Choose *Basic Shopping List* from the **Tools** menu.
2. Click on the item you want to edit.
3. Click the Edit button.
4. Modify the item information. And click the OK button to save your changes.

To edit items in the Basic Shopping List on a Mac:

1. Choose *Edit Basic Shopping List* from the **Shopping List** menu.
2. Edit the items that you wish to change.
3. Choose *Save Shopping List* from the **Shopping List** menu.

To remove items from the Basic Shopping List (PC or Mac):

1. With the Basic Shopping List displayed, click on the number of the item(s) in the list that you wish to remove.
2. On a PC, click the Delete button.
   On a Mac, choose Clear Row(s) from the Edit menu.

Excluding Basic Shopping List Items

"Excluding" or "hiding" a basic shopping list item means that, while you wish to keep the item on the Basic Shopping List for future use, you don't want it added to the next recipe shopping lists to which you plan to add Basic Shopping List items.

For example, you may not buy dog food frequently on every trip to the grocery store. By marking "dog food" as excluded, it won't appear on the next shopping list you create for a recipe. When you want to add dog food to your shopping lists, you simply remove the "exclusion mark" in the Basic Shopping List window using the directions below.

To hide Basic Shopping List items on a PC:

1. With the Basic Shopping List displayed, choose each item that you want to hide.
2. Click the Hide button.

To include hidden items, click on the item and click the Unhide button.

To exclude Basic Shopping List items on a Mac:

With the Basic Shopping List dialog box displayed, click in the Exclude column of each item in the list that you wish to exclude.

To include items again, simple click in the Exclude column to remove the "X". You print the Basic Shopping List as you would any other type of shopping list.

Saving a Recipe as an Ingredient

Some recipes contain other recipes. For example, a recipe in the Famous American Chefs cookbook, "Lamb Spirals with Goat Cheese Ravioli," calls for "Beurre Blanc," a classic white sauce that can be used for other recipes as well. However, including "Beurre Blanc" as an ingredient in the "Lamb Spirals" recipe can make the nutritional analysis of the recipe inaccurate. To solve this problem, you simply save the recipe, and all its nutritional information, as an ingredient in the Ingredients List.

To save a recipe as an ingredient:

1. Open the recipe you wish to save as an ingredient.
2. Choose *Save as Ingredient* from the **Recipe** menu.

The recipe and all its nutritional information is saved as an ingredient in the Ingredients List. You can now use it as an ingredient in your recipes.

Recipe Cost Analysis

To help you keep track of your food costs, **Home Gourmet** includes cost analysis for both recipes and menus. However, this cost analysis is based on the individual costs of ingredients, and food costs vary widely depending on a number of factorsseasonality, regional costs, weather, etc. For this reason, ingredients in the **Home Gourmet** Ingredients List do not come with costs, although you can add them with the *Ingredients List* command on the **Tools** menu.

To find the cost of a recipe:

1. Open the recipe for which you want a cost analysis. To perform a cost analysis for a group of recipes, highlight those recipes in the cookbook window.
2. Choose *Cost Analysis* from the **Recipe** menu. On a PC, click the Close button when you're done with the cost analysis.
   On a Mac, click the OK button when you're done with the cost analysis.

Ingredients

About Ingredients

One of the ways **Home Gourmet** makes it easy to type in all your recipes is through the use of the built-in Ingredients List, which includes nutrition, store location, and cost information for over 4,000 food items. With this list, you can automatically create nutritional and cost analyses of your recipes, and add store locations to shopping lists. You can also add thousands of your own ingredients to the Ingredients List.

This section explains how to find information on specific ingredients; how to add ingredients to the Ingredients List, for future use in recipes and menus; how to edit ingredients already on the Ingredients List; and information on adding store location and cost to food items on the Ingredients List.

Ingredients and Nutrition Analysis

Home Gourmet puts a wealth of nutritional information at your fingertips. With **Home Gourmet**, you can prepare a nutritional analysis of a recipe, or look up the nutritional content of individual food items, automatically, without scanning nutrition tables or doing a lot of complicated recipe math.

Sometimes an item on the Ingredients List describes a foodstuff for which the nutritional information is based on a whole unit, such as an egg, a stick of butter, etc., as opposed to a standard measurement unit, such as a cup or a tablespoon. For example, if you were to specify a cup of bananas, but had chosen the item in the Ingredients List for whole rather than sliced bananas, your nutrition information for the recipe would be slightly inaccurate.

Home Gourmet helps you avoid this problem by:

Making the information in the Ingredients List as descriptive as possible, including information about whether the item is in a whole or standard volume measurement unit.

Displaying in capital letters (bold type on a Mac) the names of all items with nutritional data based on whole units on the Ingredients List only (in a recipe they are in plain text).

As a final note, **Home Gourmet** calculates its nutritional analyses based on only that portion of a food which is actually consumed; refuse such as bone, shell, or other unused or inedible parts of an ingredient, is factored out of the analysis. This makes your nutritional profiles much more accurate.

Ingredients and Cost Analysis

In addition to nutritional analysis, **Home Gourmet** also supports cost analysis, so that you can determine the cost of a recipe or menu. However, since food costs can vary dramatically with variables such as geography, we do not include costs for ingredients.

You can, however, add costs to the food items in the Ingredients List. For information on using the Ingredients List command to add cost information to an ingredient, see *Editing Ingredient Information* in this section.

Store Location

With **Home Gourmet** you can track ingredients by the location of items in your grocery store. You can even sort shopping lists by store location, allowing you to group items together by store location. This way, you can tailor your shopping lists to make it easier to find what you're looking for when you shop for groceries.

For information on using the Ingredients List command to add store location information to an ingredient, see *Editing Ingredient Information* later in this section.

Finding and Displaying Ingredient Information

Home Gourmet provides two convenient ways of viewing (and editing) ingredient information: with the Ingredients List command on the Tools menu and from within a recipe window.

The Ingredients List command on the **Tools** menu is the "housekeeping" command you'll use to maintain your Ingredients List. This command lets you find, display, edit, copy, and delete nutritional and other information for any item in the Ingredients List. You can enter or modify an ingredient's weight and volume amounts, store location, cost, and nutritional data.

With the exception of calories (kcal), percent refuse, and vitamin A, for which special measurement units have been provided, all nutritional characteristics of an ingredient are given in grams, milligrams, and micrograms. Nutritional information is for the amount of the ingredient specified; this amount may be in either metric or American units.

To view ingredient information:

1. Choose the *Ingredients List* command from the **Tools** menu.
2. In the text box above the Ingredients list box, type the first few letters of the name of the ingredient you wish to view.
3. Click the Edit button (or double-click the ingredient name in the list).

When you're done viewing the ingredient information, repeat the process to view another ingredient, or click Cancel (Done on a Mac) to exit the dialog box.

To view ingredient information from a recipe window on a PC:

With the recipe open, click the name of the ingredient you wish to view with the right mouse button.

OR

With the recipe open, click the name of the ingredient you wish to view and press ALT+N.

To find ingredient information from a recipe window on a Mac:

With the appropriate recipe window open, click the name of the ingredient you wish to view and choose *Ingredient Analysis* from the **Tools** menu.

NOTE: You can also change ingredient information from within a recipe. To do this, click the Edit button on the Ingredient Analysis dialog box. This, in effect, executes the Ingredients List command and automatically selects the current ingredient for editing; all you have to do is provide the new information. For more information on editing an ingredient with the Ingredients List command, see *Editing Ingredient Information*, later in this section.

Adding an Ingredient

You can add ingredient information for new food items to the Ingredients List, expanding **Home Gourmet**'s nutritional and cost analysis capabilities. Once you add ingredient information for a new food item, it is available for use with all your future recipes.

Most commercial foods now provide nutritional information about the product on the package. You can use this information, along with price and store location, to add frequently used commercial food products to the Ingredients List.

To add a new ingredient to the Ingredients List:

1. Choose the *Ingredients List* command from the **Tools** menu.
2. Click the New button.
3. Type the name of the food item in the Ingredient Name text box.
4. Press TAB to move to the Weight text box and type the food item's weight as it appears on the package.
   In addition to its name, a weight measure is the only information you must supply to **Home Gourmet**.
5. Choose the weight unit listed on the product package from the list of weight units.
6. Press TAB to move to the Volume Equiv text box and type the food item's volume amount as it appears on the product package.
7. Choose the volume measurement unit listed on the product package from the list of volume units.
8. Add the cost, store location, and nutritional information (from the product package).

Press TAB to move from field to field. If you leave a nutrient field blank, the letters "N/A" appear to indicate that information for that nutrient is "not available."

9. When you're finished adding ingredient information, click the Save button.
   Continue adding ingredients in this manner.
10. On a PC, when you're finished, click the Close button.
    On a Mac, click the Done button when you're finished.

Editing Ingredient Information

The Ingredients List command on the Tools menu lets you change the ingredient information for any item in the Ingredients List. You can also make a copy of an ingredient and save it with a different nameand delete ingredients that you don't use from the list.

To edit an ingredient:

1. Choose the *Ingredients List* command from the **Tools** menu.
2. In the text box above the Ingredients list box, type the first few letters of the name of the ingredient you wish to view.
3. Click the Edit button (or double-click the ingredient name in the list).
4. Make any changes you like to the information for the food item, including name, amount, and nutrient data.
   Press TAB to move from field to field. If you delete the information in a nutrient field, the letters "N/A" appear, indicating that information for that nutrient is "not available."
5. Click the Save button to save your changes.

To copy/renamean ingredient:

1. Choose the *Ingredients List* command from the **Tools** menu.
2. In the text box above the Ingredients list box, type the first few letters of the name of the ingredient you wish to view.
3. Click the Edit button to display the selected ingredient.
4. Give the food item a new name.
   If you don't give the item a new name, a dialog box will appear, asking you to give the item a different name.
5. If you wish, make any changes you like to the ingredient's cost, store location, or nutrition information.
6. On a PC, click on the Save button to rename the ingredient, or click on Copy to create a new ingredient with the new name.

On a Mac, click the Save button, then click on *Rename* to rename the ingredient or click on Create New to create a new ingredient with the new name.

To remove an ingredient from the Ingredients List:

1. Choose the *Ingredients List* command from the **Tools** menu.
2. Select the item you wish to remove from the Ingredients List, either by clicking it with the mouse or by typing the first few characters of the ingredient name in the text box.
3. Click the Remove button.
4. On a PC, click on the OK button to confirm that you want to delete the ingredient.
   On a Mac, click the Remove button to confirm that you want to delete the ingredient.